

- .1 Generally, information regarding the responsibility of a prospective contractor (see Section 23-601.24), including preaward surveys if needed, shall be obtained promptly after bid opening.

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- .11 Sources for obtaining information regarding the responsibility of prospective contractors include but are not limited to:
- .111 Any list of disbarred, suspended, or ineligible individuals or organizations.

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- .112 The prospective contractor.
- (a) This could include but not be limited to:
- (1) Information contained in or attached to bids and proposals.
 - (2) Replies to questionnaires.
 - (3) Current financial data, such as balance sheets, profit and loss statements, cash forecasts, loan commitments, and financial histories of the contractor and affiliated organizations.
 - (4) Resumes of proposed staff.
 - (5) List of equipment and facilities.
 - (6) Subcontracts.
- .113 Any other information available within government, including records and information known to county personnel.
- .114 Other sources. These could include suppliers, subcontractors, professional organizations, other customers of the prospective contractor, and CDSS.

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- .2 A preaward survey shall be made when the county does not have sufficient information available to make a determination regarding the responsibility of a prospective contractor.
- .21 A preaward survey shall obtain needed information on responsibility in such detail as is commensurate with the dollar value and complexity of the procurement. The county identifies the factors which shall receive special attention and makes those factors applicable to all firms responding to the solicitation.

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- .211 Sources for obtaining preaward survey information include but are not limited to:
- (a) Data on hand.
 - (b) Data from other governmental agencies.
 - (c) On-site inspection of facilities to be used for performance of the contract.

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NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 12302.1, Welfare and Institutions Code.

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- .1 The county shall award the contract to the lowest responsive and responsible bidder to an IFB. In the case of an RFP, the county shall award the contract in accordance with the criteria specified in Section 23-613.
- .11 A responsive bidder is defined in Section 23-601.25; a responsible bidder is defined in Section 23-601.24.
- .2 When the county has completed their evaluation of bids or -proposals and has made a recommendation for award, all bidders shall be notified of this decision as well as the date and time of any public hearing on the proposed contract.
- .3 Repealed by CDSS Manual Letter No. OPS-01-02, effective 4/17/01.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 12302.1, Welfare and Institutions Code.